

Metropolitan Water District of Salt Lake & Sandy  
Board Meeting Information  
Last Update: January 16, 2019

**Agenda Item:** Consider Clerk appointment

**Objective:** Consider appointment of a new clerk to allow Annalee Munsey to assist with Treasurer duties.

**Background:** Annalee Munsey currently serves as the District Clerk. She has served in this capacity since September, 2010. She was promoted to Assistant General Manager last year, but with her ongoing Clerk responsibilities, is unable to assist the Treasurer (currently the General Manager) with any Treasurer related duties due to internal control requirements.

In an effort to promote succession planning and to provide a backup resource for the Treasurer/General Manager, it is proposed that the Board of Trustees appoint Sonya Shepherd to perform the duties of Clerk as outlined by state laws and the District Policies and Procedures. As a reminder, some of those responsibilities include the following:

- Attend the meetings and keep a record of the proceedings of the Board
- Maintain the financial records of the District
- Oversee the issuance of checks
- Prepare and present to the Board detailed financial reports
- Oversee records management and related requests
- Certify the resolution setting the tax levy to the county auditor

**Committee Activity:** The Executive Committee discussed this item on January 15, 2019 and recommended approval by the full Board.

**Recommendation:** Staff recommends that the above described Clerk appointment be considered for approval by the full Board.